DOCUMENT RESUME

ED 336 575 CE 058 959

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TITLE Cluster Matrices for Health Occupations. Education for Employment Task Lists.
INSTITUTION Lake County Area Vocational Center, Grayslake, IL.
SPONS AGENCY Illinois State Board of Education, Springfield. Dept. of Adult, Vocational and Technical Education.
PUB DATE 88
CONTRACT PS-10-130
NOTE 53p.; For related documents, see CE 058 960-968.
PUB TYPE Guides - Classroom Use - Teaching Guides (For Teacher) (052)

EDRS PRICE MF01/PC03 Plus Postage.
DESCRIPTORS Adult Education; *Allied Health Occupations; Allied Health Occupations Education; Behavioral Objectives; *Dental Assistants; Dental Technicians; Employment Potential; Home Health Aides; Job Analysis; *Job Skills; Job Training; Matrices; Medical Assistants; Medical Laboratory Assistants; *Nurses; Nurses Aides; Occupational Clusters; Occupational Therapy Assistants; Optometrists; *Physical Therapy Aides; Postsecondary Education; Psychiatric Aides; *Radiologic Technologists; Secondary Education; Skill Analysis; Task Analysis
IDENTIFIERS *Illinois

ABSTRACT

These cluster matrices provide duties and tasks that form the basis of instructional content for secondary, postsecondary, and adult training programs for health occupations. The eight clusters (and the job titles included in each cluster) are as follows: (1) dental assisting (dental assistant); (2) dental laboratory technology (dental laboratory technician); (3) radiology (radiology aide); (4) medical assisting (medical assistant); (5) medical laboratory (medical laboratory aide/phlebotomist); (6) optometric assisting (dispensing optician, optometric assistant); (7) rehabilitation services (physical therapist assistant, physical therapy aide, occupational therapy assistant, occupational therapy aide, activity aide, psychiatric aide); and (8) nursing occupations (home health aide, geriatric aide, nurse assistant, practical nurse, professional nurse--associate degree). Representative duties, for which 1 to 69 tasks are listed, include communicating information; providing a clean, safe environment; providing personal care; providing therapeutic measures; performing diagnostic measures; performing management functions; administering medication; providing psychosocial care; and providing care for patient with special needs. (YLB)

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IL89CD04 019092

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CLUSTER MATRICES

FOR

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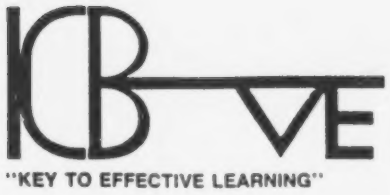

Illinois Competency Based Vocational
Education Project
Housed At: Lake County Area
Vocational Center
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DENTAL ASSISTING CLUSTER

Dental Assistant

*Employability Skills

*Employability skills are a vital component of vocational education programs and should be incorporated into each occupational task list

NOTE:

The duties and tasks found in these matrices form the basis of instructional content for secondary, postsecondary and adult occupational training programs. Orientation level instruction, usually offered in grades 9, 10, and 11, is a vital component of all vocational education programs and provides a strong foundation and vehicle for transitioning into occupational training programs.

These materials were prepared under contract with the Illinois State Board of Education, Department of Adult, Vocational and Technical Education ("Illinois Competency Based Vocational Education Project," contract number PS-10-130).

DA = Dental Assistant

COMMUNICATING INFORMATION

		DA
501A001	Observe and report patient data	X
501A002	Record patient data	X
501A003	Relate facts, ideas and feelings by communicating with patient, staff and family	X
501A004	Obtain patient data through patient and family interviews	X
501A005	Obtain and clarify data by listening to patient	X
501A006	Write reports concerning patient care and condition, census, accidents and incidents	X
501A007	Maintain current documentation of patient status and care	X
501A008	Verify accuracy of medical/dental orders	X
501A009	Place and receive telephone calls	X
501A010	Call patient/staff using intercom	X
501A011	Assist with patient teaching as prescribed	X
501A012	Instruct patient and family regarding health maintenance techniques	X
501A013	Reinforce instructions from other health professional to patient and family	X
501A014	Maintain confidentiality of patient information	X
501A015	Maintain procedures for legal access to patient and/or records	X
501A016	Chart oral condition as dictated by dentist	X
501A017	Explain postoperative and preoperative instructions to patient	X
501A018	Receive patients and visitors	X
501A019	Seat and dismiss patient	X
501A020	Take and record patient medical/dental history	X
501A021	Give instruction in oral hygiene	X
501A022	Give new denture instructions	X

PROVIDING A CLEAN, SAFE ENVIRONMENT

		DA
501B001	Clean instruments and supplies	X
501B002	Prepare soiled linen for laundry	X
501B003	Report unsafe conditions	X
501B004	Stock and store equipment and supplies	X
501B005	Report pests	X
501B006	Provide for environmental safety	X
501B007	Follow safety and emergency procedures	X
501B008	Follow disaster procedures	X
501B009	Implement procedures for managing poisonous substances	X
501B010	Sterilize equipment and supplies	X
501B011	Evaluate equipment for service and repair	X
501B012	Report service and repair needs for equipment	X
501B013	Wash hands aseptically	X
501B014	Put on sterile gloves	X
501B015	Open sterile pack and pour sterile solution	X
501B016	Prepare sterile setup for surgical procedure	X
501B017	Handle sterile instruments	X
501B018	Clean and restock examination room	X

		DA
501B019	Disinfect instruments	X
501B020	Examine and sharpen instruments	X

PROVIDING PERSONAL CARE

		DA
501C001	Position patient for examination or treatment	X
501C002	Assist patient in using bathroom	X
501C003	Drape for physical exam/treatment	X

PROVIDING THERAPEUTIC MEASURES

		DA
501D001	Irrigate oral cavity	X
501D002	Apply topical ointment	X
501D003	Complete acrylic denture repair	X
501D004	Fabricate custom tray	X
501D005	Pour, trim cast/model	X
501D006	Articulate cast/model	X
501D007	Assist in fabrication of acrylic resin temporary	X
501D008	Apply rubber dam	X
501D009	Remove rubber dam	X
501D010	Place and remove vac-ejector	X
501D011	Place saliva ejector	X
501D012	Assist with acrylic resin restoration	X
501D013	Assist with composite resin restoration	X
501D014	Assist with amalgam restoration	X
501D015	Assist with cavity preparation	X
501D016	Assist with oral surgery procedure	X
501D017	Assist with periodontal treatment	X
501D018	Assist with periodontal procedure	X
501D019	Assist with application of rubber dam	X
501D020	Evacuate oral cavity during dental procedure	X
501D021	Prepare zinc phosphate cement	X
501D022	Prepare zinc oxide-eugenol	X
501D023	Prepare impression material	X
501D024	Prepare setup for anticarogenic treatment	X
501D025	Prepare setup for endodontic treatment	X
501D026	Prepare setup for periodontal treatment	X
501D027	Prepare setup for prophylaxis	X
501D028	Prepare setup for removable prosthetic	X
501D029	Prepare setup for fixed prosthetic	X
501D030	Assist with taking impression	X

PERFORMING DIAGNOSTIC MEASURES

		DA
501E001	Assist physician/dentist in diagnostic procedure	X
501E002	Measure and record blood pressure	X
501E003	Measure and record pulse	X
501E004	Measure and record temperature	X
501E005	Measure and record respiration	X
501E006	Take and record patient's height and weight	X
501E007	Maintain radiographic processing equipment	X
501E008	Evaluate dental radiograph for diagnostic quality	X
501E009	Maintain unexposed radiographic film storage	X
501E010	Mix solutions for developing and fixing radiographic film	X

		DA
501E011	Mount dental radiograph	X
501E012	Position patient for radiographic examination	X
501E013	Practice patient and operative safety measures for radiation	X
501E014	Select accessories for radiographic technique	X
501E015	Select film size	X
501E016	Expose interoral radiograph using long-cone and parallel technique under supervision	X
501E017	Expose interoral radiograph using short-cone or bisecting technique under supervision	X
501E018	Take impression for study model	X
501E019	Preserve and mail biopsy specimen	X

PERFORMING MANAGEMENT FUNCTIONS

		DA
501F001	Carry out assignment from supervisor	X
501F002	Fill out charge slip	X
501F003	File medical/dental records	X
501F004	Schedule appointments for patient	X
501F005	Complete registration form for new patient	X
501F006	Explain doctor's fees	X
501F007	File letters, diagnostic reports and progress notes in medical/dental record	X
501F008	Gather data for referral to other doctors	X
501F009	Maintain appointment reminder system	X
501F010	Maintain appointment book	X
501F011	Maintain control system for medical records	X
501F012	Make referral appointment for patient	X
501F013	Prepare release form and obtain necessary signatures	X
501F014	Process incoming mail	X
501F015	Collate medical/dental records for daily appointment schedule	X
501F016	Transcribe letters from dictaphone or tape recorder	X
501F017	Prepare statements for mailing	X
501F018	Type medical/dental records	X
501F019	Arrange financial agreement	X
501F020	Collect fee for service	X
501F021	Complete insurance form	X
501F022	Issue receipt	X
501F023	Maintain daily log system of ledger entries	X
501F024	Maintain petty cash account	X
501F025	Prepare bank deposit	X
501F026	Verify invoice	X
501F027	Arrange for maintenance and repair of equipment	X
501F028	Update inventory list of office supplies and equipment	X
501F029	Prepare purchase requisition	X
501F030	Collect delinquent bill	X
501F031	Collect and post payment	X
501F032	Maintain file of unpaid accounts	X
501F033	Process charge slip	X
501F034	Prepare checks for doctor's signature	X
501F035	Prepare payroll	X
501F036	Reconcile bank statement	X
501F037	Reconcile cash count and receipts	X
501F038	Complete Worker's Compensation form	X

		DA
501F039	Assemble patient record	X
501F040	Maintain files for business records	X
501F041	Maintain patient treatment record	X
501F042	Maintain active recall system	X
501F043	Maintain file for correspondence	X
501F044	Maintain and rotate inventory	X
501F045	Maintain patient financial record	X
501F046	Maintain office environment	X
501F047	Prepare correspondence	X

ADMINISTERING MEDICATION

		DA
501G001	Prepare medication as ordered by dentist	X
501G002	Apply topical anesthetic	X
501G003	Assist with administration of local anesthesia	X

PROVIDING PSYCHO-SOCIAL CARE

		DA
501H001	Identify and report child abuse or neglect	X

PROVIDING CARE FOR PATIENT WITH SPECIAL NEEDS

		DA
501I001	Communicate with patient with hearing disorder	X
501I002	Provide assistance to visually impaired patient	X

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DENTAL LABORATORY TECHNOLOGY CLUSTER

Dental Laboratory Technician

*Employability Skills

*Employability skills are a vital component of vocational education programs and should be incorporated into each occupational task list

NOTE:

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DENTAL LABORATORY TECHNOLOGY CLUSTER MATRIX

DLT = Dental Laboratory Technician

COMUNICATING INFORMATION

		DLT
507A001	Verify accuracy of medical/dental orders	X
507A002	Maintain confidentiality of patient information	X

PROVIDING A CLEAN, SAFE ENVIRONMENT

		DLT
507B001	Clean instruments and supplies	X
507B002	Stock and store equipment and supplies	X
507B003	Provide for environmental safety	X
507B004	Evaluate equipment for service and repair	X
507B005	Report service and repair needs for equipment	X
507B006	Wash hands aseptically	X
507B007	Disinfect instruments	X

PROVIDING THERAPEUTIC MEASURES

		DLT
507C001	Fabricate custom tray	X
507C002	Pour, trim cast/model	X
507C003	Articulate cast/model	X
507C004	Prepare final impression	X
507C005	Fabricate stone die	X
507C006	Fabricate epoxy die	X
507C007	Fabricate amalgam die	X
507C008	Fabricate electroplated die	X
507C009	Transfer designed framework for partial dentures	X
507C010	Block out master model	X
507C011	Pour refractory model	X
507C012	Fabricate self-cure acrylic baseplate	X
507C013	Fabricate vacuum-formed baseplate	X
507C014	Fabricate shellac baseplate	X
507C015	Fabricate occlusal rim (biteblock)	X
507C016	Apply preformed patterns on refractory model	X
507C017	Wax up and contour crown and bridge pattern	X
507C018	Sprue crown and bridge wax pattern	X
507C019	Prepare ring for investing/casting	X
507C020	Invest wax pattern	X
507C021	Burn out wax	X
507C022	Cast metal	X
507C023	Clean casting	X
507C024	Finish/polish metal	X
507C025	Contour wrought wire clasps	X
507C026	Set up (articulate) artificial teeth	X
507C027	Wax up dentures	X
507C028	Invest dentures	X
507C029	Boil out (eliminate) wax	X
507C030	Prepare mold for packing	X
507C031	Pack and cure acrylic dentures	X
507C032	Deflask dentures	X
507C033	Finish/polish dentures	X
507C034	Fabricate night guard	X
507C035	Replace artificial tooth	X
507C036	Reline dentures	X

		DLT
507C037	Rebase dentures	X
507C038	Repair fractured base	X
507C039	Repair broken framework or clasp	X
507C040	Prepare metal casting for build up	X
507C041	Apply opaque	X
507C042	Fabricate platinum matrix	X
507C043	Build up porcelain	X
507C044	Contour porcelain	X
507C045	Stain and glaze porcelain	X

PERFORMING MANAGEMENT FUNCTIONS

		DLT
507D001	Fill out charge slip	X
507D002	Arrange for maintenance and repair of equipment	X
507D003	File medical/dental records	X
507D004	Update inventory list of office supplies and equipment	X
507D005	Maintain and rotate inventory	X

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RADIOLOGY CLUSTER

Radiology Aide

*Employability Skills

*Employability skills are a vital component of vocational education programs and should be incorporated into each occupational task list

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RA = Radiologic Aide

COMMUNICATING INFORMATION

		RA
515A001	Record patient data	X
515A002	Obtain and clarify data by listening to patient	X
515A003	Write reports concerning patient care and condition, census, accidents and incidents	X
515A004	Place and receive telephone calls	X
515A005	Answer call signal	X
515A006	Call patient/staff using intercom	X
515A007	Reinforce instructions from other health professionals to patient and family	X
515A008	Maintain confidentiality of patient information	X
515A009	Maintain procedures for legal access to patient and/or records	X
515A010	Receive patients and visitors	X
515A011	Seat and dismiss patient	X
515A012	Provide patient with accurate but low stress answers to questions about tests being performed	X

PROVIDING A CLEAN, SAFE ENVIRONMENT

		RA
515B001	Clean instruments and supplies	X
515B002	Straighten unit	X
515B003	Prepare soiled linen for laundry	X
515B004	Adjust environmental factors in unit	X
515B005	Report unsafe conditions	X
515B006	Clean utility and linen rooms	X
515B007	Distribute supplies and equipment to unit	X
515B008	Stock and store equipment and supplies	X
515B009	Report pests	X
515B010	Provide for environmental safety	X
515B011	Follow safety and emergency procedures	X
515B012	Follow disaster procedures	X
515B013	Adjust geriatric chair	X
515B014	Apply protective restraints	X
515B015	Evaluate equipment for service and repair	X
515B016	Report service and repair needs for equipment	X
515B017	Wash hands aseptically	X
515B018	Adjust bed and siderails	X
515B019	Use protective apparel when indicated	X

PROVIDING PERSONAL CARE

		RA
515C001	Position patient	X
515C002	Apply heel and elbow protectors	X
515C003	Turn and position patient	X
515C004	Logroll patient	X
515C005	Assist patient in using bathroom	X
515C006	Assist patient in using urinal	X
515C007	Assist patient in using bedpan	X
515C008	Assist patient in dressing and undressing	X

PERFORMING DIAGNOSTIC MEASURES

		RA
515D001	File radiographic reports	X
515D002	Maintain radiographic processing equipment	X
515D003	Process exposed radiographic film	X
515D004	Maintain unexposed radiographic film storage	X
515D005	Mix solutions for developing and fixing radiographic film	X
515D006	Adjust immobilization devices as directed	X
515D007	Use film identification device	X
515D008	Verify adequacy of developing and fixing solutions for radiographic film	X

PERFORMING MANAGEMENT FUNCTIONS

		RA
515E001	Carry out assignment from supervisor	X
515E002	Fill out charge slips	X
515E003	File and store radiographs	X
515E004	Distribute radiograph reports	X

PROVIDING TRANSPORTATION AND MOBILITY

		RA
515F001	Assist patient with standing	X
515F002	Assist patient with dangling	X
515F003	Assist patient with walking	X
515F004	Assist patient in using cane	X
515F005	Assist patient in using quad cane	X
515F006	Assist patient in using walker	X
515F007	Assist patient in using wheelchair	X
515F008	Assist patient with crutch walking	X
515F009	Apply brace	X
515F010	Apply splint	X
515F011	Move patient between stretcher and bed using three-person lift	X
515F012	Move patient between stretcher and bed using transfer sheet	X
515F013	Move patient who can stand to and from wheelchair	X
515F014	Move patient who cannot stand to and from wheelchair	X
515F015	Transport patient by wheelchair	X
515F016	Transport patient by stretcher	X
515F017	Carry infant	X
515F018	Apply and remove adaptive and supportive devices	X
515F019	Transfer patient between x-ray table and wheelchair	X
515F020	Transfer patient between stretcher and x-ray table	X

PROVIDING CARE FOR PATIENT WITH SPECIAL NEEDS

		RA
515G001	Communicate with patient with hearing disorder	X
515G002	Provide assistance to visually impaired patient	X

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MEDICAL ASSISTING CLUSTER

Medical Assistant

*Employability Skills

***Employability skills are a vital component of vocational education programs and should be incorporated into each occupational task list**

NOTE:

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MEDICAL ASSISTING CLUSTER MATRIX

MA = Medical Assistant

COMMUNICATING INFORMATION

		MA
535A001	Observe and report patient data	X
535A002	Record patient data	X
535A003	Relate facts, ideas and feelings by communicating with patient, staff and family	X
535A004	Obtain patient data through patient and family interviews	X
535A005	Obtain and clarify data by listening to patient	X
535A006	Write reports concerning patient care and condition, census, accidents and incidents	X
535A007	Maintain current documentation of patient status and care	X
535A008	Verify accuracy of medical/dental orders	X
535A009	Place and receive telephone calls	X
535A010	Call patient/staff using intercom	X
535A011	Assist with patient teaching as prescribed	X
535A012	Instruct patient and family regarding health maintenance techniques	X
535A013	Reinforce instructions from other health professional to patient and family	X
535A014	Maintain confidentiality of patient information	X
535A015	Maintain procedures for legal access to patient and/or records	X
535A016	Explain postoperative and preoperative instructions to patient	X
535A017	Receive patients and visitors	X
535A018	Take and record patient medical/dental history	X

PROVIDING A CLEAN, SAFE ENVIRONMENT

		MA
535B001	Clean instruments and supplies	X
535B002	Prepare soiled linen for laundry	X
535B003	Report unsafe conditions	X
535B004	Stock and store equipment and supplies	X
535B005	Report pests	X
535B006	Provide for environmental safety	X
535B007	Follow safety and emergency procedures	X
535B008	Follow disaster procedures	X
535B009	Implement procedures for managing poisonous substances	X
535B010	Sterilize equipment and supplies	X
535B011	Evaluate equipment for service and repair	X
535B012	Report service and repair needs for equipment	X
535B013	Wash hands aseptically	X
535B014	Put on sterile gloves	X
535B015	Open sterile pack and pour sterile solution	X
535B016	Prepare sterile setup for surgical procedure	X
535B017	Handle sterile instruments	X
535B018	Clean and restock examination room	X
535B019	Sanitize instruments	X
535B020	Disinfect instruments	X

PROVIDING PERSONAL CARE

		MA
535C001	Assess body alignment	X
535C002	Position patient	X
535C003	Position patient for examination or treatment	X
535C004	Assist patient in using bathroom	X
535C005	Assist patient in dressing and undressing	X
535C006	Drape for physical exam/treatment	X

PROVIDING THERAPEUTIC MEASURES

		MA
535D001	Assist with dressing change	X
535D002	Apply clean dressing	X
535D003	Apply sterile dressing	X
535D004	Remove sutures	X
535D005	Apply elastic bandage	X
535D006	Prepare patient for minor surgery	X
535D007	Prepare room for minor surgery	X
535D008	Assist physician with surgical procedure	X
535D009	Assist physician in performing therapeutic procedure	X
535D010	Prepare for catheterization	X
535D011	Apply topical ointment	X
535D012	Administer diathermy treatment	X
535D013	Administer ultrasonic treatment	X
535D014	Assist doctor with minor surgery	X

PERFORMING DIAGNOSTIC MEASURES

		MA
535E001	Assist physician/dentist in diagnostic procedure	X
535E002	Measure and record blood pressure	X
535E003	Measure and record pulse	X
535E004	Measure and record temperature	X
535E005	Measure and record respiration	X
535E006	Take and record patient's height and weight	X
535E007	Assist with physical examination	X
535E008	Collect clean catch urine specimen	X
535E009	Collect routine urine specimen	X
535E010	Perform urine test for sugar and acetone	X
535E011	Measure specific gravity of urine	X
535E012	Test for ketones	X
535E013	Perform auditory screening	X
535E014	Perform visual screening	X
535E015	Obtain diet history	X
535E016	Weigh and measure infant	X
535E017	Assist with proctoscopy	X
535E018	Assist with collection of microorganism smear	X
535E019	Assist with collection of Pap smear	X
535E020	Collect eye, nose and throat specimens for culture and sensitivity	X
535E021	Perform cholesterol test	X
535E022	Perform fingerstick blood sugar screening test (Dextrostix)	X
535E023	Perform microscopic urinalysis	X
535E024	Perform mononucleosis screening test	X
535E025	Perform rheumatoid arthritis screening test	X

		MA
535E026	Perform routine biochemical urine test	X
535E027	Perform urine pregnancy test	X
535E028	Prepare requisition for test outside of office	X
535E029	Prepare specimen for shipping	X
535E030	Stain blood smear for reticulocyte count	X
535E031	Stain blood smear for differential count	X
535E032	Stain microbiological smear	X
535E033	Examine microbiological specimen	X
535E034	Test stool specimen for occult blood	X
535E035	Determine sedimentation rate (ESR)	X
535E036	Obtain capillary blood specimen	X
535E037	Perform differential cell count	X
535E038	Perform hematocrit test	X
535E039	Perform hemoglobin test	X
535E040	Perform venipuncture using syringe	X
535E041	Perform venipuncture using vacutainer	X
535E042	Assist with biopsy procedure	X
535E043	Perform visual acuity test	X
535E044	Perform intradermal test	X
535E045	Perform patch test	X
535E046	Perform white blood cell count	X
535E047	Separate plasma or serum from cells	X
535E048	Perform electrocardiogram	X
535E049	Clean electrocardiograph equipment	X
535E050	Mount electrocardiogram	X
535E051	Perform Master's two-step electrocardiogram test	X
535E052	File radiographic film	X
535E053	Type radiographic reports	X
535E054	File radiographic reports	X
535E055	Expose radiographic film	X
535E056	Maintain radiographic processing equipment	X
535E057	Process exposed radiographic film	X
535E058	Maintain unexposed radiographic film storage	X
535E059	Mix solutions for developing and fixing radiographic film	X
535E060	Position patient for radiographic examination	X
535E061	Practice patient and operative safety measures for radiation	X
535E062	Preserve and mail biopsy specimen	X

PERFORMING MANAGEMENT FUNCTIONS

		MA
535F001	Carry out assignment from supervisor	X
535F002	Complete medical release form	X
535F003	Fill out charge slip	X
535F004	Maintain record of narcotics	X
535F005	File medical/dental records	X
535F006	Arrange for admission to hospital	X
535F007	Schedule appointments for patient	X
535F008	Complete registration form for new patient	X
535F009	Explain doctor's fees	X
535F010	File letters, diagnostic reports and progress notes in medical/dental record	X
535F011	Gather data for referral to other doctors	X
535F012	Maintain appointment reminder system	X

		MA
535F013	Maintain appointment book	X
535F014	Maintain control system for medical records	X
535F015	Make referral appointment for patient	X
535F016	Prepare release form and obtain necessary signatures	X
535F017	Process incoming mail	X
535F018	Collate medical/dental records for daily appointment schedule	X
535F019	Schedule patient for outpatient diagnostic test	X
535F020	Transcribe letters from dictaphone or tape recorder	X
535F021	Prepare statements for mailing	X
535F022	Type medical/dental records	X
535F023	Arrange financial agreement	X
535F024	Collect fee for service	X
535F025	Complete insurance form	X
535F026	Issue receipt	X
535F027	Maintain daily log system of ledger entries	X
535F028	Maintain petty cash account	X
535F029	Prepare bank deposit	X
535F030	Verify invoice	X
535F031	Arrange for maintenance and repair of equipment	X
535F032	Complete daily record sheet	X
535F033	Update outside agency file	X
535F034	Update inventory list of office supplies and equipment	X
535F035	Prepare purchase requisition	X
535F036	Collect delinquent bill	X
535F037	Collect and post payment	X
535F038	Maintain file of unpaid accounts	X
535F039	Process charge slip	X
535F040	Prepare checks for doctor's signature	X
535F041	Prepare payroll	X
535F042	Reconcile bank statement	X
535F043	Reconcile cash count and receipts	X
535F044	Complete Medicare form	X
535F045	Complete Worker's Compensation form	X
535F046	Prepare annual narcotic report	X
535F047	Prepare required forms for stolen drugs and other stolen property	X
535F048	Complete Medicaid form	X
535F049	Assemble patient record	X
535F050	Maintain patient treatment record	X
535F051	Maintain file for correspondence	X
535F052	Maintain and rotate inventory	X
535F053	Maintain patient financial record	X
535F054	Maintain office environment	X
535F055	Prepare correspondence	X

ADMINISTERING MEDICATION

		MA
535G001	Administer medication	X
535G002	Care for equipment and supplies used to administer medications	X
535G003	Administer subcutaneous (sub q) injection	X
535G004	Administer intramuscular (IM) injection	X
535G005	Check medication three times	X
535G006	Instill drug into ear	X

		MA
535G007	Instill drug into eyes	X
535G008	Dispense medication ordered by physician	X
535G009	Assist with administration of local anesthesia	X

PROVIDING TRANSPORTATION AND MOBILITY

		MA
535H001	Assist patient with standing	X

PROVIDING PSYCHO-SOCIAL CARE

		MA
535I001	Provide emotional and spiritual support for patient and family	X
535I002	Identify and report child abuse or neglect	X
535I003	Respond to emotional needs of terminally ill patient and family	X

PROVIDING CARE FOR PATIENT WITH SPECIAL NEEDS

		MA
535J001	Communicate with patient with hearing disorder	X
535J002	Provide assistance to visually impaired patient	X

Education
For
Employment
Task Lists

Illinois
State Board of
Education

Adult
Vocational and
Technical Education

HEALTH OCCUPATIONS

1988

MEDICAL LABORATORY CLUSTER

Medical Laboratory Aide/Phlebotomist

*Employability Skills

*Employability skills are a vital component of vocational education programs and should be incorporated into each occupational task list

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NOTE:

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MEDICAL LABORATORY CLUSTER MATRIX

MLP = Medical Laboratory Aide/Phlebotomist

COMMUNICATING INFORMATION

		MLP
540A001	Maintain confidentiality of patient information	X
540A002	Record patient data	X
540A003	Maintain current documentation of patient status and care	X
540A004	Place and receive telephone calls	X
540A005	Reinforce instructions from other health professionals to patient and family	X
540A006	Maintain procedures for legal access to patient and/or records	X
540A007	Provide patient with accurate but low stress answers to questions about tests being performed	X

PROVIDING A CLEAN, SAFE ENVIRONMENT

		MLP
540B001	Clean instruments and supplies	X
540B002	Don and remove gown, mask and gloves to care for isolation patient	X
540B003	Collect specimen from isolation patient	X
540B004	Distribute supplies and equipment to unit	X
540B005	Stock and store equipment and supplies	X
540B006	Report pests	X
540B007	Provide for environmental safety	X
540B008	Follow safety and emergency procedures	X
540B009	Follow disaster procedures	X
540B010	Implement procedures for managing poisonous substances	X
540B011	Adjust geriatric chair	X
540B012	Evaluate equipment for service and repair	X
540B013	Report service and repair needs for equipment	X
540B014	Wash hands aseptically	X
540B015	Assist with catheters and drainage tubing care	X
540B016	Adjust bed and siderails	X
540B017	Adjust environmental factors in unit	X
540B018	Report unsafe conditions	X
540B019	Clean utility and linen rooms	X

PROVIDING PERSONAL CARE

		MLP
540C001	Position patient for examination or treatment	X

PROVIDING THERAPEUTIC MEASURES

		MLP
540D001	Apply clean dressing	X
540D002	Apply elastic bandage	X

PERFORMING DIAGNOSTIC MEASURES

		MLP
540E001	Collect clean catch urine specimen	X
540E002	Collect routine urine specimen	X
540E003	Collect 24-hour urine specimen	X
540E004	Collect sputum specimen	X
540E005	Collect stool specimen	X

		MLP
540E006	Strain urine	X
540E007	Perform urine test for sugar and acetone	X
540E008	Test for ketones	X
540E009	Test stool specimen for occult blood	X
540E010	Collect timed urine specimen	X
540E011	Measure specific gravity of urine	X
540E012	Collect gastric secretion specimen	X
540E013	Collect eye, nose and throat specimens for culture and sensitivity	X
540E014	Perform cholesterol test	X
540E015	Perform fingerstick blood sugar screening test (Dextrostix)	X
540E016	Perform microscopic urinalysis	X
540E017	Perform mononucleosis screening test	X
540E018	Perform rheumatoid arthritis screening test	X
540E019	Perform routine biochemical urine test	X
540E020	Perform urine pregnancy test	X
540E021	Prepare specimen for shipping	X
540E022	Stain blood smear for reticulocyte count	X
540E023	Stain blood smear for differential count	X
540E024	Stain microbiological smear	X
540E025	Examine microbiological specimen	X
540E026	Determine sedimentation rate (ESR)	X
540E027	Obtain capillary blood specimen	X
540E028	Perform differential cell count	X
540E029	Perform hematocrit test	X
540E030	Perform hemoglobin test	X
540E031	Perform venipuncture using syringe	X
540E032	Perform venipuncture using vacutainer	X
540E033	Perform white blood cell count	X
540E034	Separate plasma or serum from cells	X
540E035	Perform heelstick	X
540E036	Perform toestick	X
540E037	Draw a unit of blood	X
540E038	Draw blood sample	X
540E039	Perform bleeding and clotting time	X
540E040	Prepare reagents	X
540E041	Innoculate specimens for microbiological identification	X
540E042	Record basic quality control data of equipment and instruments	X
540E043	Administer TB/Mantoux skin tests	X

PERFORMING MANAGEMENT FUNCTIONS

		MLP
540F001	Arrange for maintenance and repair of equipment	X
540F002	File medical/dental records	X
540F003	Update inventory list of office supplies and equipment	X
540F004	Maintain and rotate inventory	X
540F005	Carry out assignment from supervisor	X
540F006	Schedule appointments for patient	X
540F007	Collate medical/dental records for daily appointment schedule	X

		MLP
540F008	Acquaint new employee with unit and departmental procedures	X
540F009	Schedule patient for outpatient diagnostic test	X
540F010	Compile patient lab reports	X
540F011	Process completed lab reports	X
540F012	Process specimens for dispatch to reference labs	X
540F013	Receive results from reference labs	X
540F014	Verify tests ordered and tests received	X

PROVIDING PSYCHO-SOCIAL CARE

		MLP
540G001	Respond to emotional needs of terminally ill patient and family	X
540G002	Provide emotional and spiritual support for patient and family	X

PROVIDING CARE FOR PATIENT WITH SPECIAL NEEDS

		MLP
540H001	Communicate with patient with hearing disorder	X
540H002	Provide assistance to visually impaired patient	X

Education For Employment Task Lists

Illinois State Board of Education

Adult Vocational and Technical Education

HEALTH OCCUPATIONS

1988

OPTOMETRIC ASSISTING CLUSTER

Dispensing Optician

Optometric Assistant

*Employability Skills

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OPTOMETRIC ASSISTING CLUSTER MATRIX

DOP = Dispensing Optician
OPA = Optometric Assistant

COMMUNICATING INFORMATION	DOP	OPA
555A001 Obtain and clarify data by listening to patient	X	X
555A002 Place and receive telephone calls	X	X
555A003 Assist with patient teaching as prescribed	X	X
555A004 Assess patient need for information	X	X
555A005 Receive patients and visitors	X	X
555A006 Record prescriptions	X	X

PROVIDING A CLEAN, SAFE ENVIRONMENT	DOP	OPA
555B001 Evaluate equipment for service and repair	X	X
555B002 Report service and repair needs for equipment	X	X
555B003 Calibrate equipment	X	
555B004 Supervise housekeeping	X	
555B005 Maintain equipment	X	

PROVIDING THERAPEUTIC MEASURES	DOP	OPA
555C001 Recommend lens or contact lens	X	
555C002 Select frames	X	
555C003 Verify lens blank	X	
555C004 Layout lenses	X	
555C005 Block lenses	X	
555C006 Cut lenses	X	
555C007 Edge lenses	X	
555C008 Temper glass lenses	X	
555C009 Drop ball test the lenses	X	
555C010 Coat lenses	X	
555C011 Tint lenses	X	
555C012 Edge treat lenses	X	
555C013 Groove lenses	X	
555C014 Drill lenses	X	
555C015 Mount the lenses	X	
555C016 Insert lenses	X	
555C017 Inspect eyeglasses	X	
555C018 Dispense glasses	X	
555C019 Replace broken frames	X	
555C020 Replace frame parts	X	
555C021 Replace hinges	X	
555C022 Solder frames	X	
555C023 Adjust glasses	X	
555C024 Fit contact lenses	X	
555C025 Dispense contact lenses	X	X
555C026 Screen children for color blindness		X
555C027 Test children for stereo or depth perception		X
555C028 Clean contact lenses		X
555C029 Clean cataract lenses		X

PERFORMING DIAGNOSTIC MEASURES	DOP	OPA
555D001 Measure and record blood pressure		X
555D002 Read and interpret prescriptions	X	X

	DOP	OPA
555D003 Compare new prescriptons to old	X	X
555D004 Take pupillary distance	X	
555D005 Take multifocal heights	X	
555D006 Measure vertical optical center	X	
555D007 Measure lens sizes	X	
555D008 Measure vertex distance	X	
555D009 Read prescription of lenses in current glasses		X
555D010 Read prescription of eye using otorefractor		X
555D011 Take retinal photos		X
555D012 Conduct fields test		X

PERFORMING MANAGEMENT FUNCTIONS

	DOP	OPA
555E001 File medical/dental records	X	X
555E002 Schedule appointments for patient	X	X
555E003 Prepare statements for mailing	X	X
555E004 Complete insurance form	X	X
555E005 Maintain daily log system of ledger entries	X	X
555E006 Assemble patient record	X	X
555E007 Assess the market	X	
555E008 Modernize the office	X	
555E009 Market products	X	
555E010 Generate repeat business	X	
555E011 Advertise the business	X	
555E012 Purchase optical products	X	
555E013 Schedule employees	X	
555E014 Train employees	X	
555E015 Supervise employees	X	
555E016 Handle patient's complaints	X	X
555E017 Explain fees	X	X

Education For Employment Task Lists

Illinois State Board of Education

Adult Vocational and Technical Education

HEALTH OCCUPATIONS

1988

REHABILITATION SERVICES CLUSTER

Physical Therapist Assistant
Physical Therapy Aide
Occupational Therapy Assistant
Occupational Therapy Aide
Activity Aide
Psychiatric Aide
*Employability Skills

*Employability skills are a vital component of vocational education programs and should be incorporated into each occupational task list

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PTS = Physical Therapist Assistant
PTA = Physical Therapy Aide
OAS = Occupational Therapy Assistant
OCA = Occupational Therapy Aide
ACT = Activity Aide
PYA = Psychiatric Aide

COMMUNICATING INFORMATION

		PTS	PTA	OAS	OCA	ACT	PYA
560A001	Observe and report patient data	X	X	X	X	X	X
560A002	Record patient data	X	X	X	X	X	X
560A003	Relate facts, ideas and feelings by communicating with patient, staff and family	X	X	X	X	X	X
560A004	Obtain patient data through patient and family interviews			X	X	X	X
560A005	Obtain and clarify data by listening to patient	X	X	X	X	X	X
560A006	Obtain written and verbal information to plan patient care			X	X	X	
560A007	Write reports concerning patient care and condition, census, accidents and incidents	X	X	X	X		X
560A008	Maintain current documentation of patient status and care			X	X		X
560A009	Place and receive telephone calls	X	X	X	X	X	X
560A010	Answer call signal						X
560A011	Call patient/staff using intercom	X	X	X	X		X
560A012	Assist with patient teaching as prescribed	X	X	X	X		X
560A013	Instruct patient and family regarding health maintenance techniques						X
560A014	Reinforce instructions from other health professional to patient and family	X	X	X	X	X	X
560A015	Instruct patient and family in use of protective restraints						X
560A016	Instruct patient in use of mechanical rehabilitative devices	X	X				
560A017	Lead patients in group session					X	
560A018	Maintain confidentiality of patient information	X	X	X	X	X	X
560A019	Maintain procedures for legal access to patient and/or records	X	X	X	X	X	X
560A020	Receive patients and visitors	X	X	X	X		X
560A021	Take and record patient medical/dental history						X
560A022	Give instruction in oral hygiene						
560A023	Provide patient with accurate but low stress answers to questions about tests						X

PROVIDING A CLEAN, SAFE ENVIRONMENT

		PTS	PTA	OAS	OCA	ACT	PYA
560B001	Clean instruments and supplies	X	X				X
560B002	Make occupied bed						X
560B003	Make unoccupied bed						X
560B004	Straighten unit						X
560B005	Prepare soiled linen for laundry	X	X	X	X		X
560B006	Adjust environmental factors in unit			X	X	X	X
560B007	Report unsafe conditions	X	X	X	X	X	X
560B008	Clean unit						X
560B009	Clean utility and linen rooms				X		X
560B010	Distribute supplies and equipment to unit				X		X

		PTS	PTA	OAS	OCA	ACT	PYA
560B011	Stock and store equipment and supplies	X	X	X	X		X
560B012	Report pests	X	X			X	X
560B013	Provide for environmental safety	X	X	X	X		X
560B014	Participate in development, implementation and evaluation of disaster plan					X	
560B015	Follow safety and emergency procedures	X	X		X	X	X
560B016	Follow disaster procedures	X	X		X	X	X
560B017	Position bed and place needed equipment within reach of patient						X
560B018	Implement procedures for managing poisonous substances						X
560B019	Adjust geriatric chair	X	X		X	X	X
560B020	Provide aesthetic environment in which patient can maintain privacy and personal belongings						X
560B021	Apply protective restraints	X	X				X
560B022	Evaluate equipment for service and repair	X	X	X	X		X
560B023	Report service and repair needs for equipment	X	X	X	X		X
560B024	Wash hands aseptically	X	X	X	X	X	X
560B025	Assist with catheters and drainage tubing care	X	X				
560B026	Adjust bed and siderails	X	X				X
560B027	Maintain hydrotherapy equipment	X	X				
560B028	Prepare area for treatment	X	X		X		X
560B029	Prepare patient for treatment	X	X		X		X
560B030	Set up equipment and supplies for treatment	X	X		X		
560B031	Maintain orthotic equipment including splints and braces		X				
560B032	Maintain wound care instruments		X				
560B033	Check therapeutic air and water temperatures		X				

PROVIDING PERSONAL CARE

		PTS	PTA	OAS	OCA	ACT	PYA
560C001	Assess body alignment	X					
560C002	Position patient	X	X				X
560C003	Position patient for examination or treatment	X	X				X
560C004	Place alternating pressure mattress on bed						X
560C005	Apply heel and elbow protectors						X
560C006	Turn and position patient	X	X				X
560C007	Logroll patient	X	X				X
560C008	Give backrub to patient						X
560C009	Provide skin care						X
560C010	Assist patient in performing oral hygiene						X
560C011	Assist patient in using bathroom	X					X
560C012	Assist patient in using bedside commode	X					X
560C013	Assist patient in using urinal	X	X				X
560C014	Assist patient in using bedpan	X					X
560C015	Assist patient with shaving						X
560C016	Shave patient						X
560C017	Shampoo hair						X
560C018	Assist patient in grooming hair					X	X
560C019	Care for toenails and fingernails					X	X
560C020	Assist patient with bath or shower						X
560C021	Give patient bath or shower						X
560C022	Assist patient with other personal grooming					X	X
560C023	Assist patient in eating						X
560C024	Feed adult patient						X

		PTS	PTA	OAS	OCA	ACT	PYA
560C025	Distribute nourishment						X
560C026	Identify general/special diet					X	X
560C027	Serve and collect tray						X
560C028	Care for personal belongings of patient						X
560C029	Assist patient in dressing and undressing	X	X	X	X		X
560C030	Drape for physical exam/treatment	X	X				
560C031	Report food and fluid intake						X
560C032	Record output						X
560C033	Assist patient in bladder and bowel training						X
560C034	Assist incontinent patient						X
560C035	Encourage fluid intake						X
560C036	Administer perineal care						X
560C037	Take patient to appointment					X	X

PROVIDING THERAPEUTIC MEASURES

		PTS	PTA	OAS	OCA	ACT	PYA
560D001	Apply cold compress	X					X
560D002	Administer hot soak	X					X
560D003	Administer sitz bath						X
560D004	Apply heat lamp	X					X
560D005	Apply warm compress	X	X				X
560D006	Apply aquamatic pad						X
560D007	Apply ice bag	X	X				X
560D008	Administer tepid bath						X
560D009	Administer tube feeding						X
560D010	Assist with dressing change	X	X				X
560D011	Apply clean dressing	X					
560D012	Apply elastic bandage	X					
560D013	Assist physician in performing therapeutic procedure						X
560D014	Set up vaporizer						X
560D015	Assist with turning, coughing and deep breathing						X
560D016	Apply topical ointment	X					X
560D017	Insert suppository						X
560D018	Provide therapeutic environment for mentally-ill patient					X	X
560D019	Provide care for patient recovering from convulsive electroshock therapy						X
560D020	Give therapeutic bath						X
560D021	Apply antiembolism elastic stockings	X	X				X
560D022	Administer water additive	X	X				
560D023	Give hydrotherapy treatment	X					
560D024	Treat patient in therapeutic pool	X					
560D025	Give contrast bath	X					
560D026	Apply paraffin	X					
560D027	Give ice massage	X					
560D028	Give combination ultrasound and electrical stimulation	X					
560D029	Administer tilt table treatment	X					
560D030	Administer traction	X					
560D031	Give electrical stimulation	X					
560D032	Give massage	X					
560D033	Administer intermittent venous compression unit	X					
560D034	Give ultraviolet treatment	X					
560D035	Administer diathermy treatment	X					

		PTS	PTA	OAS	OCA	ACT	PYA
560D036	Administer ultrasonic treatment	X					
560D037	Instruct in therapeutic craft activities			X		X	
560D038	Supervise therapeutic craft activities			X	X	X	
560D039	Lead informal group work activities					X	
560D040	Initiate therapeutic group activities as instructed					X	
560D041	Demonstrate techniques for active sports, group dances and games					X	
560D042	Provide therapeutic environment for patients with behavior problems					X	
560D043	Select treatment methodology			X			

PERFORMING DIAGNOSTIC MEASURES

		PTS	PTA	OAS	OCA	ACT	PYA
560E001	Assist physician/dentist in diagnostic procedure	X					X
560E002	Test patient's mental awareness						X
560E003	Measure and record blood pressure	X	X				X
560E004	Measure and record pulse	X	X				X
560E005	Measure and record temperature	X	X				X
560E006	Measure and record respiration	X	X				X
560E007	Take and record patient's height and weight	X	X				X
560E008	Assist with physical examination						X
560E009	Collect clean catch urine specimen						X
560E010	Collect routine urine specimen						X
560E011	Collect 24-hour urine specimen						X
560E012	Collect sputum specimen						X
560E013	Collect stool specimen						X
560E014	Perform urine test for sugar and acetone						X
560E015	Test for ketones						X
560E016	Record measurements of various parts of body	X	X				
560E017	Measure patient for pressure garment	X					
560E018	Administer standardized tests and evaluation procedures			X			
560E019	Investigate physical complaints						X

PERFORMING MANAGEMENT FUNCTIONS

		PTS	PTA	OAS	OCA	ACT	PYA
560F001	Assist with unit admitting procedure						X
560F002	Assist with unit discharge procedure						X
560F003	Assist with transferring procedure						X
560F004	Inventory personal property						X
560F005	Plan care in conjunction with health team					X	X
560F006	Carry out assignment from supervisor	X	X	X	X	X	X
560F007	Contribute information to quality assurance committee						X
560F008	Acquaint new employee with unit and departmental procedures						X
560F009	Complete medical release form						X
560F010	Compile census						X
560F011	Supplement care plan						X
560F012	Fill out charge slip	X	X	X	X		X
560F013	File medical/dental records	X			X		
560F014	Compile departmental and equipment data	X	X				
560F015	Schedule appointments for patient	X	X	X	X		X
560F016	Make referral appointment for patient						X
560F017	Schedule patient for outpatient diagnostic test						X
560F018	Arrange for maintenance and repair of equipment	X	X	X	X		X

		PTS	PTA	OAS	OCA	ACT	PYA
560F019	Update inventory list of office supplies and equipment			X	X		
560F020	Maintain and rotate inventory			X	X		
560F021	Conduct shift change reports						X
560F022	Provide information concerning needs and interests of individual patients (clients or residents)					X	
560F023	Assist in maintenance of activity area					X	
560F024	File physical therapy records		X				

ADMINISTERING MEDICATION

		PTS	PTA	OAS	OCA	ACT	PYA
560G001	Assess need for medication						X
560G002	Instruct patient regarding self-administration of medication						X
560G003	Observe and communicate effects of medication						X

PROVIDING TRANSPORTATION AND MOBILITY

		PTS	PTA	OAS	OCA	ACT	PYA
560H001	Instruct patient in use of body mechanics	X	X				X
560H002	Assist patient with standing	X	X				X
560H003	Assist patient with dangling	X	X				X
560H004	Assist patient with walking	X	X			X	X
560H005	Assist patient in using cane	X				X	X
560H006	Assist patient in using quad cane	X				X	X
560H007	Assist patient in using walker	X				X	X
560H008	Assist patient in using wheelchair	X				X	X
560H009	Assist patient with crutch walking	X					X
560H010	Transfer patient to bedside commode						X
560H011	Transfer patient from bed to shower chair						X
560H012	Apply brace	X	X				X
560H013	Apply splint	X	X				
560H014	Move patient between stretcher and bed using three-person lift	X	X				X
560H015	Move patient between stretcher and bed using transfer sheet	X	X				X
560H016	Move patient who can stand to and from wheelchair	X	X				X
560H017	Move patient who cannot stand to and from wheelchair	X	X				X
560H018	Transport patient by wheelchair	X	X			X	X
560H019	Transport patient by stretcher	X	X			X	X
560H020	Transfer patient using hydraulic lift	X	X				X
560H021	Turn patient using turning frames	X					
560H022	Turn patient using circ-o-electric bed	X					
560H023	Assist patient in remaining mobile with exercise			X	X		X
560H024	Assist with, or give, range of motion exercises	X		X	X		X
560H025	Assist patient in activities of daily living			X	X	X	X
560H026	Place footboard or overbed cradle on bed						X
560H027	Apply and remove adaptive and supportive devices	X	X	X	X		X
560H028	Adjust parallel bars to correct heights	X	X				
560H029	Adjust crutches, canes and walkers	X	X				
560H030	Ambulate patient with gait pattern	X					
560H031	Ambulate patient with equipment including crutches, canes and walker	X					
560H032	Ambulate patient with weight-bearing status	X					

		PTS	PTA	OAS	OCA	ACT	PYA
560H033	Give strengthening exercises	X					
560H034	Direct patient in use of exercise equipment	X					
560H035	Adjust exercise activities according to tolerance	X					
560H036	Support patient in mat activities	X					
560H037	Supervise daily living skills			X	X		X
560H038	Give progressive resistive exercises			X	X		
560H039	Assist in coordination and manual dexterity exercises			X	X		
560H040	Design adaptive equipment			X			
560H041	Assist patient to and from activities					X	

PROVIDING PSYCHO-SOCIAL CARE

		PTS	PTA	OAS	OCA	ACT	PYA
560I001	Assess emotional status of patient						X
560I002	Provide emotional and spiritual support for patient and family	X	X				X
560I003	Identify and report child abuse or neglect	X		X	X		X
560I004	Respond to emotional needs of terminally ill patient and family	X	X	X	X		X
560I005	Apply reality orientation technique					X	X
560I006	Involve patient in recreation			X	X	X	X
560I007	Provide diversionary activity for patient			X	X	X	X
560I008	Apply techniques to modify behavior of clients					X	X
560I009	Co-lead therapeutic groups					X	X
560I010	Initiate crisis intervention						X
560I011	Assist patient (client or resident) in developing new skills and interests					X	
560I012	Assist patient in adjusting to nursing home placement					X	

PROVIDING CARE FOR PATIENT WITH SPECIAL NEEDS

		PTS	PTA	OAS	OCA	ACT	PYA
560J001	Communicate with patient with hearing disorder	X	X	X	X	X	X
560J002	Provide care for hearing prosthesis						X
560J003	Provide assistance to visually impaired patient	X	X	X	X	X	X
560J004	Provide care for visual prosthesis						X
560J005	Provide care for patient in traction						X
560J006	Provide care for patient in cast or splints			X	X		X
560J007	Provide care for patient experiencing seizures						X
560J008	Provide care for patient with fever						X
560J009	Provide care for terminal patient						X
560J010	Enforce suicide precautions						X
560J011	Provide assistance to patient who has Alzheimer's disease					X	
560J012	Provide assistance to confused patient					X	
560J013	Provide burn care treatment			X			

Education For Employment Task Lists

Illinois State Board of Education

Adult Vocational and Technical Education

HEALTH OCCUPATIONS

1988

NURSING OCCUPATIONS CLUSTER

Home Health Aide
Geriatric Aide
Nurse Assistant
Practical Nurse (L.P.N.)
Professional Nurse
(Associate Degree)
*Employability Skills

*Employability skills are a vital component of vocational education programs and should be incorporated into each occupational task list

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NOTE:

The duties and tasks found in these matrices form the basis of instructional content for secondary, postsecondary and adult occupational training programs. Orientation level instruction, usually offered in grades 9, 10, and 11, is a vital component of all vocational education programs and provides a strong foundation and vehicle for transitioning into occupational training programs.

These materials were prepared under contract with the Illinois State Board of Education, Department of Adult, Vocational and Technical Education ("Illinois Competency Based Vocational Education Project," contract number PS-10-130).

HH = Home Health Aide
GA = Geriatric Aide
NA = Nurse Assistant
PN = Practical Nurse (L.P.N.)
RN = Professional Nurse (Associate Degree)

COMMUNICATING INFORMATION

		HH	GA	NA	PN	RN
580A001	Observe and report patient data	X	X	X	X	X
580A002	Record patient data	X	X	X	X	X
580A003	Relate facts, ideas and feelings by communicating with patient, staff and family	X	X	X	X	X
580A004	Obtain patient data through patient and family interviews	X	X	X	X	X
580A005	Obtain and clarify data by listening to patient	X	X	X	X	X
580A006	Obtain written and verbal information to plan patient care				X	X
580A007	Write reports concerning patient care and condition, census, accidents and incidents	X	X	X	X	X
580A008	Maintain current documentation of patient status and care	X	X	X	X	X
580A009	Verify accuracy of medical/dental orders				X	X
580A010	Accept telephone and verbal orders from physician				X	X
580A011	Place and receive telephone calls	X	X	X	X	X
580A012	Answer call signal	X	X	X	X	X
580A013	Call patient/staff using intercom	X	X	X	X	X
580A014	Assist with patient teaching as prescribed	X	X	X	X	X
580A015	Instruct patient and family regarding health maintenance techniques				X	X
580A016	Assess patient need for information				X	X
580A017	Reinforce instructions from other health professional to patient and family	X	X	X	X	X
580A018	Instruct patient in methods of contraception					X
580A019	Instruct patient and family in use of protective restraints				X	X
580A020	Instruct patient and family in rehabilitation measures				X	X
580A021	Instruct patient in use of mechanical rehabilitative devices				X	X
580A022	Lead patients in group session				X	X
580A023	Maintain confidentiality of patient information	X	X	X	X	X
580A024	Maintain procedures for legal access to patient and/or records	X	X	X	X	X
580A025	Explain postoperative and preoperative instructions to patient	X			X	X
580A026	Receive patients and visitors				X	X
580A027	Take and record patient medical/dental history				X	X

PROVIDING A CLEAN, SAFE ENVIRONMENT

		HH	GA	NA	PN	RN
580B001	Clean instruments and supplies	X	X	X	X	X
580B002	Set up isolation unit	X	X	X	X	X
580B003	Don and remove gown, mask and gloves to care for isolation patient	X	X	X	X	X
580B004	Serve and remove diet tray for isolation patient	X	X	X	X	X
580B005	Dispose of soiled material from isolation room	X	X	X	X	X

		HH	GA	NA	PN	RN
580B006	Provide care for patient using isolation technique	X	X	X	X	X
580B007	Disinfect isolation unit	X	X	X	X	X
580B008	Collect specimen from isolation patient	X	X	X	X	X
580B009	Make occupied bed	X	X	X	X	X
580B010	Make unoccupied bed	X	X	X	X	X
580B011	Straighten unit	X	X	X	X	X
580B012	Prepare soiled linen for laundry	X	X	X	X	X
580B013	Adjust environmental factors in unit	X	X	X	X	X
580B014	Report unsafe conditions	X	X	X	X	X
580B015	Clean unit		X	X	X	X
580B016	Clean utility and linen rooms		X	X	X	X
580B017	Distribute supplies and equipment to unit		X	X	X	X
580B018	Stock and store equipment and supplies		X	X	X	X
580B019	Report pests	X	X	X	X	X
580B020	Provide for environmental safety	X	X	X	X	X
580B021	Participate in development, implementation and evaluation of disaster plan					X
580B022	Follow safety and emergency procedures	X	X	X	X	X
580B023	Follow disaster procedures	X	X	X	X	X
580B024	Teach emergency procedures to household	X				X
580B025	List emergency telephone numbers for household	X				X
580B026	Position bed and place needed equipment within reach of patient	X	X	X	X	X
580B027	Institute use of regulatory signs relevant to patient care and environment				X	X
580B028	Implement procedures for managing poisonous substances				X	X
580B029	Adjust geriatric chair	X	X	X	X	X
580B030	Prepare unit to receive patient from operating room			X	X	X
580B031	Provide aesthetic environment in which patient can maintain privacy and personal belongings		X	X	X	X
580B032	Sterilize equipment and supplies	X	X	X	X	X
580B033	Clean and disinfect unit in preparation for admission of new patient		X	X	X	X
580B034	Apply protective restraints	X	X	X	X	X
580B035	Evaluate equipment for service and repair	X	X	X	X	X
580B036	Report service and repair needs for equipment	X	X	X	X	X
580B037	Wash hands aseptically	X	X	X	X	X
580B038	Give catheter care	X	X	X	X	X
580B039	Assist with catheters and drainage tubing care	X	X	X	X	X
580B040	Empty closed urine drainage bags	X	X	X	X	X
580B041	Adjust bed and siderails	X	X	X	X	X
580B042	Clean tong/pin site				X	X
580B043	Clean inner cannula of tracheostomy				X	X
580B044	Perform surgical handwashing scrub				X	X
580B045	Dress for surgical case				X	X
580B046	Put on sterile gloves				X	X
580B047	Open sterile pack and pour sterile solution				X	X
580B048	Prepare sterile setup for surgical procedure				X	X
580B049	Handle sterile instruments				X	X
580B050	Clean and restock examination room		X	X	X	X
580B051	Disinfect instruments				X	X

PROVIDING PERSONAL CARE

		HH	GA	NA	PN	RN
580C001	Assess body alignment	X	X	X	X	X
580C002	Position patient	X	X	X	X	X
580C003	Position patient for examination or treatment	X	X	X	X	X
580C004	Place alternating pressure mattress on bed	X	X	X	X	X
580C005	Apply heel and elbow protectors	X	X	X	X	X
580C006	Turn and position patient	X	X	X	X	X
580C007	Logroll patient	X	X	X	X	X
580C008	Give backrub to patient	X	X	X	X	X
580C009	Provide skin care	X	X	X	X	X
580C010	Assist patient in performing oral hygiene	X	X	X	X	X
580C011	Administer oral hygiene for unconscious patient	X	X	X	X	X
580C012	Assist patient in using bathroom	X	X	X	X	X
580C013	Assist patient in using bedside commode	X	X	X	X	X
580C014	Assist patient in using urinal	X	X	X	X	X
580C015	Assist patient in using bedpan	X	X	X	X	X
580C016	Assist patient with shaving	X	X	X	X	X
580C017	Shave patient	X	X	X	X	X
580C018	Shampoo hair	X	X	X	X	X
580C019	Assist patient in grooming hair	X	X	X	X	X
580C020	Care for toenails and fingernails	X	X	X	X	X
580C021	Assist patient with bath or shower	X	X	X	X	X
580C022	Give patient bath or shower	X	X	X	X	X
580C023	Assist patient with other personal grooming	X	X	X	X	X
580C024	Give a.m. care	X	X	X	X	X
580C025	Give p.m. care	X	X	X	X	X
580C026	Assist patient in eating	X	X	X	X	X
580C027	Feed adult patient	X	X	X	X	X
580C028	Feed infant	X	X	X	X	X
580C029	Administer gavage feeding				X	X
580C030	Assist patient in menu selection	X	X	X	X	X
580C031	Distribute nourishment	X	X	X	X	X
580C032	Identify general/special diet	X	X	X	X	X
580C033	Check food tray against diet list		X	X	X	X
580C034	Serve and collect tray	X	X	X	X	X
580C035	Care for personal belongings of patient	X	X	X	X	X
580C036	Assist patient in dressing and undressing	X	X	X	X	X
580C037	Drape for physical exam/treatment	X	X	X	X	X
580C038	Report food and fluid intake	X	X	X	X	X
580C039	Report output	X	X	X	X	X
580C040	Assist patient in bladder and bowel training	X	X	X	X	X
580C041	Assist incontinent patient	X	X	X	X	X
580C042	Record contents of gastric and intestinal drainage bottles	X	X	X	X	X
580C043	Distribute drinking water		X	X		
580C044	Encourage fluid intake	X	X	X	X	X
580C045	Change colostomy/ileostomy bag	X	X	X	X	X
580C046	Change colostomy/ileostomy dressing				X	X
580C047	Administer perineal care	X	X	X	X	X
580C048	Take patient to appointment	X				
580C049	Bathe infant	X	X	X	X	X
580C050	Change infant	X	X	X	X	X

PROVIDING THERAPEUTIC MEASURES

		HH	GA	NA	PN	RN
580D001	Assist with removing, or remove, fecal impaction	X	X	X	X	X
580D002	Give enema	X	X	X	X	X
580D003	Insert rectal tube	X	X	X	X	X
580D004	Irrigate colostomy	X	X	X	X	X
580D005	Apply cold compress	X	X	X	X	X
580D006	Administer hot soak	X	X	X	X	X
580D007	Administer sitz bath	X	X	X	X	X
580D008	Apply heat lamp	X	X	X	X	X
580D009	Apply warm compress	X	X	X	X	X
580D010	Apply aquamatic pad	X	X	X	X	X
580D011	Apply ice bag	X	X	X	X	X
580D012	Assist with whirlpool treatment		X	X	X	X
580D013	Administer tepid bath	X	X	X	X	X
580D014	Apply electric hypothermal blanket	X	X	X	X	X
580D015	Implement diet for nutritional need					X
580D016	Insert feeding tube					X
580D017	Administer tube feeding				X	X
580D018	Assist with dressing change	X	X	X	X	X
580D019	Apply clean dressing	X	X	X	X	X
580D020	Apply sterile dressing				X	X
580D021	Remove sutures					X
580D022	Apply elastic bandage	X	X	X	X	X
580D023	Apply binder	X	X	X	X	X
580D024	Change subclavian dressing				X	X
580D025	Apply dressing for circumcision				X	X
580D026	Change burn dressing				X	X
580D027	Pack oral cavity				X	X
580D028	Remove catheter and tubes				X	X
580D029	Insert nasogastric tube				X	X
580D030	Connect nasogastric tube to suction machine	X	X	X	X	X
580D031	Assist physician with surgical procedure				X	X
580D032	Assist physician in performing therapeutic procedure	X	X	X	X	X
580D033	Assist with circumcision				X	X
580D034	Assist with cutdown				X	X
580D035	Administer oxygen therapy				X	X
580D036	Provide pulmonary hygiene					X
580D037	Suction airway to eliminate obstruction in respiratory tract				X	X
580D038	Set up croup tent	X	X	X	X	X
580D039	Set up vaporizer	X	X	X	X	X
580D040	Assist patient with postural drainage	X	X	X	X	X
580D041	Insert oral airway				X	X
580D042	Suction naso-oral pharyngeal passages				X	X
580D043	Suction tracheostomy				X	X
580D044	Monitor respirator				X	X
580D045	Assist with insertion of chest tube				X	X
580D046	Maintain chest tube				X	X
580D047	Suction infant's respiratory passage with bulb syringe	X	X	X	X	X
580D048	Assist with turning, coughing and deep breathing	X	X	X	X	X
580D049	Give vaginal douche	X	X	X	X	X
580D050	Maintain continuous bladder irrigation				X	X
580D051	Irrigate ear				X	X

		HH	GA	NA	PN	RN
580D052	Irrigate eye				X	X
580D053	Irrigate nose				X	X
580D054	Irrigate nasogastric tube				X	X
580D055	Irrigate wound				X	X
580D056	Irrigate oral cavity				X	X
580D057	Irrigate urinary catheter				X	X
580D058	Catheterize patient				X	X
580D059	Assist in application of traction device				X	X
580D060	Apply topical ointment	X	X	X	X	X
580D061	Insert suppository	X	X	X	X	X
580D062	Provide therapeutic environment for mentally-ill patient				X	X
580D063	Prepare patient and treatment room for convulsive electroshock therapy				X	X
580D064	Provide care for patient recovering from convulsive electroshock therapy				X	X
580D065	Give therapeutic bath	X	X	X	X	X
580D066	Apply antiembolism elastic stockings	X	X	X	X	X
580D067	Implement treatment of third-degree burns					X
580D068	Implement phototherapy treatment of hyperbilirubinemia					X
580D069	Assist doctor with minor surgery				X	X

PERFORMING DIAGNOSTIC MEASURES

		HH	GA	NA	PN	RN
580E001	Assist physician/dentist in diagnostic procedure				X	X
580E002	Test patient's mental awareness	X	X	X	X	X
580E003	Measure and record blood pressure	X	X	X	X	X
580E004	Measure and record pulse	X	X	X	X	X
580E005	Measure and record temperature	X	X	X	X	X
580E006	Measure and record respiration	X	X	X	X	X
580E007	Take and record patient's height and weight	X	X	X	X	X
580E008	Assist with physical examination	X	X	X	X	X
580E009	Monitor temperature					X
580E010	Monitor pulse					X
580E011	Monitor respiration					X
580E012	Monitor blood pressure					X
580E013	Collect timed urine specimen	X	X	X	X	X
580E014	Collect clean catch urine specimen	X	X	X	X	X
580E015	Collect routine urine specimen	X	X	X	X	X
580E016	Collect 24-hour urine specimen	X	X	X	X	X
580E017	Collect sputum specimen	X	X	X	X	X
580E018	Collect stool specimen	X	X	X	X	X
580E019	Strain urine	X	X	X	X	X
580E020	Perform urine test for sugar and acetone	X	X	X	X	X
580E021	Monitor catheter drainage system				X	X
580E022	Monitor fluid intake and output				X	X
580E023	Measure specific gravity of urine	X	X	X	X	X
580E024	Test for ketones	X	X	X	X	X
580E025	Collect gastric secretion specimen				X	X
580E026	Assist with insertion of Central Venous Pressure (CVP) line				X	X
580E027	Measure central venous pressure				X	X
580E028	Apply cardiac monitoring equipment					X
580E029	Interpret information from cardiac monitor					X

		HH	GA	NA	PN	RN
580E030	Perform auditory screening					X
580E031	Perform visual screening					X
580E032	Assess breath sounds					X
580E033	Assess oxygenation					X
580E034	Assess heart sounds					X
580E035	Assess circulation					X
580E036	Assess signs of dehydration					X
580E037	Assess bowel sounds					X
580E038	Assess skin integrity					X
580E039	Assess signs of infection					X
580E040	Assess elimination habits					X
580E041	Obtain diet history				X	X
580E042	Assess diet					X
580E043	Measure height of fundus				X	X
580E044	Measure fetal heart rate				X	X
580E045	Monitor contractions				X	X
580E046	Assist with amniocentesis test				X	X
580E047	Perform physical assessment of newborn					X
580E048	Check Apgar score				X	X
580E049	Weigh and measure infant	X	X	X	X	X
580E050	Monitor postoperative site				X	X
580E051	Monitor postmyelogram patient				X	X
580E052	Monitor emesis				X	X
580E053	Perform neurocheck				X	X
580E054	Monitor venipuncture site				X	X
580E055	Assist with thoracentesis				X	X
580E056	Assist with lumbar puncture				X	X
580E057	Assist with bone marrow biopsy				X	X
580E058	Assist with abdominal paracentesis				X	X
580E059	Assist with proctoscopy				X	X
580E060	Assist with colonoscopy and sigmoidoscopy				X	X
580E061	Assist with gastrointestinal (GI) series				X	X
580E062	Assist with barium enema				X	X
580E063	Assist with gastroscopy and esophagoscopy				X	X
580E064	Assist with collection of microorganism smear				X	X
580E065	Assist with collection of Pap smear				X	X
580E066	Collect eye, nose and throat specimens for culture and sensitivity				X	X

PERFORMING MANAGEMENT FUNCTIONS

		HH	GA	NA	PN	RN
580F001	Assist with unit admitting procedure		X	X	X	X
580F002	Assist with unit discharge procedure		X	X	X	X
580F003	Assist with transferring procedure		X	X	X	X
580F004	Inventory personal property	X	X	X	X	X
580F005	Admit patient to labor and delivery				X	X
580F006	Discharge obstetric patient			X	X	X
580F007	Plan care in conjunction with health team					X
580F008	Carry out assignment from supervisor	X	X	X	X	X
580F009	Assess competencies of health team staff					X
580F010	Initiate improvement in patient care within organizational framework					X
580F011	Implement nursing measures which promote comfort, rest and sleep	X	X	X	X	X
580F012	Assign staff				X	X

		HH	GA	NA	PN	RN
580F013	Direct team members				X	X
580F014	Direct and coordinate nursing care for patient care area					X
580F015	Develop short-range teaching plan					X
580F016	Assist nursing personnel to develop skills					X
580F017	Refer patient to community agencies					X
580F018	Contribute information to quality assurance committee					X
580F019	Participate within structural role in research (data collection)					X
580F020	Establish procedures for confidentiality of patient information					X
580F021	Establish procedures for legal access to patient and/or records					X
580F022	Plan preoperative care				X	X
580F023	Implement intraoperative care					X
580F024	Plan care for postoperative patient				X	X
580F025	Conduct in-service program				X	X
580F026	Acquaint new employee with unit and departmental procedures				X	X
580F027	Institute emergency evacuation drill procedure					X
580F028	Prepare medical records for operating room				X	X
580F029	Complete medical release form				X	X
580F030	Compile census				X	X
580F031	Supplement care plan	X	X	X	X	X
580F032	Fill out charge slip	X	X	X	X	X
580F033	Inventory crash cart				X	X
580F034	Count controlled substances				X	X
580F035	Transcribe physician's order				X	X
580F036	Maintain record of narcotics					X
580F037	Arrange for maintenance and repair of equipment				X	X

ADMINISTERING MEDICATION

		HH	GA	NA	PN	RN
580G001	Assess need for medication				X	X
580G002	Administer medication				X	X
580G003	Care for equipment and supplies used to administer medications				X	X
580G004	Instruct patient regarding self-administration of medication				X	X
580G005	Administer medication to child				X	X
580G006	Set up intravenous pump					X
580G007	Administer oral medication				X	X
580G008	Administer sublingual medication				X	X
580G009	Administer rectal medication				X	X
580G010	Administer vaginal medication				X	X
580G011	Administer bladder medication				X	X
580G012	Administer subcutaneous (sub q) injection				X	X
580G013	Administer intramuscular (IM) injection				X	X
580G014	Administer intradermal injection				X	X
580G015	Administer intravenous (I.V.) medication					X
580G016	Start intravenous (I.V.) infusion					X
580G017	Monitor intravenous (I.V.) fluid				X	X
580G018	Regulate intravenous (I.V.) infusion				X	X
580G019	Hang intravenous (I.V.) bottle and tubing					X
580G020	Administer intravenous piggyback (IVPB) infusion					X

		HH	GA	NA	PN	RN
580G021	Disconnect intravenous (I.V.) infusion				X	X
580G022	Maintain intermittent needle (INT)					X
580G023	Check medication three times				X	X
580G024	Administer preoperative medication				X	X
580G025	Observe and communicate effects of medication				X	X
580G026	Instill eyes with silver nitrate					X
580G027	Instill solution into natural/artificial body opening				X	X
580G028	Assist with administration of local anesthesia				X	X

PROVIDING TRANSPORTATION AND MOBILITY

		HH	GA	NA	PN	RN
580H001	Instruct patient in use of body mechanics	X	X	X	X	X
580H002	Assist patient with standing	X	X	X	X	X
580H003	Assist patient with dangling	X	X	X	X	X
580H004	Assist patient with walking	X	X	X	X	X
580H005	Assist patient in using cane	X	X	X	X	X
580H006	Assist patient in using quad cane	X	X	X	X	X
580H007	Assist patient in using walker	X	X	X	X	X
580H008	Assist patient in using wheelchair	X	X	X	X	X
580H009	Assist patient with crutch walking	X	X	X	X	X
580H010	Transfer patient to bedside commode	X	X	X	X	X
580H011	Transfer patient from bed to shower chair	X	X	X	X	X
580H012	Apply brace	X	X	X	X	X
580H013	Apply splint	X	X	X	X	X
580H014	Move patient between stretcher and bed using three-person lift	X	X	X	X	X
580H015	Move patient between stretcher and bed using transfer sheet	X	X	X	X	X
580H016	Move patient who can stand to and from wheelchair	X	X	X	X	X
580H017	Move patient who cannot stand to and from wheelchair	X	X	X	X	X
580H018	Transport patient by wheelchair	X	X	X	X	X
580H019	Transport patient by stretcher	X	X	X	X	X
580H020	Transfer patient using hydraulic lift	X	X	X	X	X
580H021	Turn patient using turning frames				X	X
580H022	Turn patient using circ-o-electric bed	X	X	X	X	X
580H023	Implement exercise plan for patient				X	X
580H024	Assist patient in remaining mobile with exercise	X	X	X	X	X
580H025	Assist with, or give, range of motion exercises	X	X	X	X	X
580H026	Assist patient in activities of daily living	X	X	X	X	X
580H027	Place footboard or overbed cradle on bed	X	X	X	X	X
580H028	Carry infant	X	X	X	X	X

PROVIDING PSYCHO-SOCIAL CARE

		HH	GA	NA	PN	RN
580I001	Assess emotional status of patient				X	X
580I002	Provide emotional and spiritual support for patient and family	X	X	X	X	X
580I003	Assess family adjustment to child's prolonged hospital stay					X
580I004	Identify and report child abuse or neglect	X	X	X	X	X
580I005	Assist staff with adjustment to cultural habits and taboos				X	X

		HH	GA	NA	PN	RN
580I006	Assist middle-aged household member in resolving problems associated with middle years				X	X
580I007	Assist ill, disabled or aging adult and family with related problems				X	X
580I008	Respond to emotional needs of terminally ill patient and family	X	X	X	X	X
580I009	Apply reality orientation technique	X	X	X	X	X
580I010	Involve patient in recreation	X	X	X	X	X
580I011	Provide diversional activity for patient	X	X	X	X	X

PROVIDING CARE FOR PATIENT WITH SPECIAL NEEDS

		HH	GA	NA	PN	RN
580J001	Assist with preparation for surgery	X		X	X	X
580J002	Prepare patient for caesarean section				X	X
580J003	Communicate with patient with hearing disorder	X	X	X	X	X
580J004	Provide care for hearing prosthesis	X	X	X	X	X
580J005	Provide assistance to visually impaired patient	X	X	X	X	X
580J006	Provide care for visual prosthesis	X	X	X	X	X
580J007	Give instruction in prenatal care				X	X
580J008	Give instruction to expectant family				X	X
580J009	Provide care during first stage of labor				X	X
580J010	Prepare patient for delivery				X	X
580J011	Assist during delivery				X	X
580J012	Perform delivery room care of newborn					X
580J013	Provide immediate postdelivery care				X	X
580J014	Provide care to cord of newborn					X
580J015	Assist patient with breast-feeding				X	X
580J016	Provide postpartal breast care				X	X
580J017	Instruct postpartal patient regarding self-care				X	X
580J018	Identify infant using mother's bracelet			X	X	X
580J019	Instruct parent in infant care					X
580J020	Provide care for patient with tracheostomy				X	X
580J021	Provide care for patient on ventilator				X	X
580J022	Provide care for child with upper airway obstructive disease				X	X
580J023	Provide care for child with lower airway disorder				X	X
580J024	Instruct diabetic patient regarding regulation of the disease					X
580J025	Provide care for patient in traction	X	X	X	X	X
580J026	Provide care for patient in cast or splints	X	X	X	X	X
580J027	Provide care for patient experiencing seizures				X	X
580J028	Monitor patient who has sustained head injury					X
580J029	Provide care for patient with central nervous system infection					X
580J030	Provide care for patient on cardiac monitor				X	X
580J031	Provide care for patient with fever	X	X	X	X	X
580J032	Provide care for the patient in pain					X
580J033	Provide care for patient receiving radiation therapy					X
580J034	Plan care for abused or neglected child					X

		HH	GA	NA	PN	RN
580J035	Instruct parents in child care concepts and techniques					X
580J036	Prepare parents and child for hospital stay					X
580J037	Provide care for terminal patient	X	X	X	X	X
580J038	Give postmortem care	X	X	X	X	X